

**City Government of Manila**  
**INVITATION TO BID NO. 2021-05-95**  
**Procurement of Diploma and Certificates**

1. The *City Government of Manila*, through the **SEF CY 2021 – Office Supplies Expenses** intends to apply the sum of **Two Million Eight Hundred Eighty Eight Thousand Nine Hundred Thirty Pesos Only (Php2,888,930.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **Procurement of Diploma and Certificates / ITB No. 2021-05-95**. Bids received in excess of the ABC for the lot shall be automatically rejected at bid opening.
2. The *City Government of Manila* now invites Bids from eligible Bidders for the above procurement project for **Division of City Schools**. Delivery of Goods is required by **Twenty (20) calendar days upon receipt of Notice to Proceed**. Prospective Bidders should have completed, within the last three (3) years from the date of submission and receipt of bids, a **Single Largest Completed Contract (SLCC)** that is similar to the contract to be bid equivalent to at least twenty five percent (25%) of the approved Budget for the Contract (ABC). The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184,

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to R.A. 5183.
4. Interested bidders may obtain further information from *City Government of Manila* and inspect the Bidding Documents at the address given below during **8:00 A.M. to 5:00 P.M.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 25, 2021** from the address below *and upon payment of non-refundable fee in the amount of Five Thousand Pesos (Php5,000.00)* for the above stated project. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The *City Government of Manila* will hold a Pre-Bid Conference on **June 2, 2021, 3:00 P.M.** at *City General Services Office, 4<sup>th</sup> Floor Rm. 442, Manila City Hall Building, A.J. Villegas St., Ermita, Manila*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat, *City General Services Office, 4<sup>th</sup> Floor Rm. 442, Manila City Hall Building, A.J. Villegas St., Ermita, Manila*, on or before **June 14, 2021, 1:00 P.M.** Late Bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on **June 14, 2021, 2:40 P.M.**, *City General Services Office, 4<sup>th</sup> Floor Rm. 442, Manila City Hall Building, A.J. Villegas St., Ermita, Manila*. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below. Late bids shall not be accepted.
10. *The BAC and all concerned are hereby enjoined to strictly follow the provision stipulated in IRR RA 9184, Sec. 33.1 “From submission and receipt of bids until the approval by the HOPE of the ranking of short listed bidders, those that have submitted their bids are prohibited from making any communication with any BAC member, including its staff and personnel, as well as its Secretariat and TWG, regarding matters connected to their bids. However, the BAC, through its Secretariat, may ask in writing the bidder for a clarification of its bid. All responses to request for clarification shall be in writing.*

11. The City Government of Manila reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.
12. As per Executive Order 23, s. 2020 Issued last 28<sup>th</sup> of May 2020 by his Honor, Mayor Francisco “Isko Moreno” Domagoso, in the call of stringent measure to prevent Covid-19 transmission in the work place. All prospective bidders, suppliers and/or their duly authorized representatives are hereby required to present a NEGATIVE antigen / PCR test medical clearance taken within the last seventy-two (72) hours prior to the scheduled bidding activities.
13. For further information, please refer to:

*Mr. JOSE LEORIEL B. PASIA*  
*City General Services Office*  
*4<sup>th</sup> Floor Rm. 442, Manila City Hall Building, A.J. Villegas St.*  
*Ermita, Manila*  
*310-5195*

**ATTY. MA. CRISTINA S. FERNANDEZ**  
*Assistant Secretary to the Mayor and BAC, Chairperson*